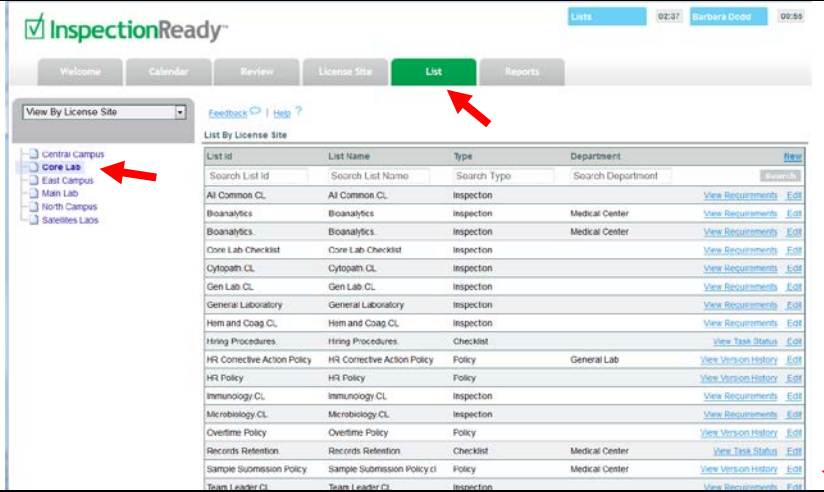
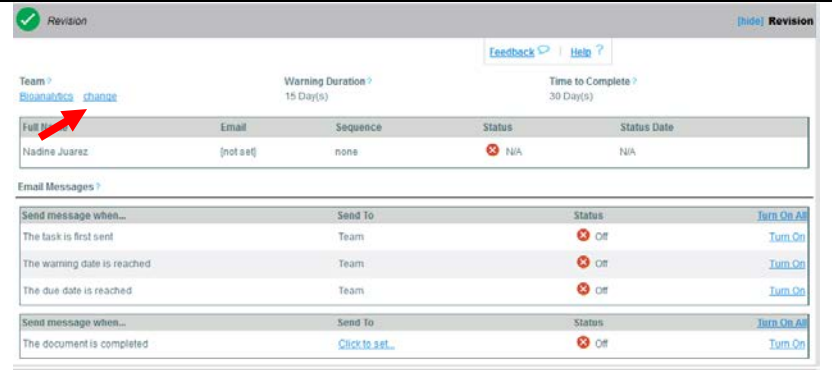
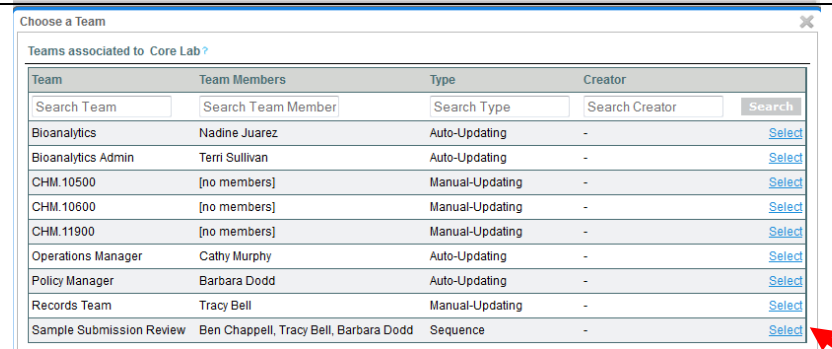

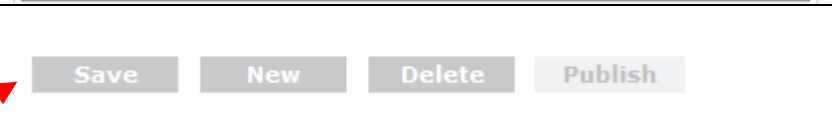
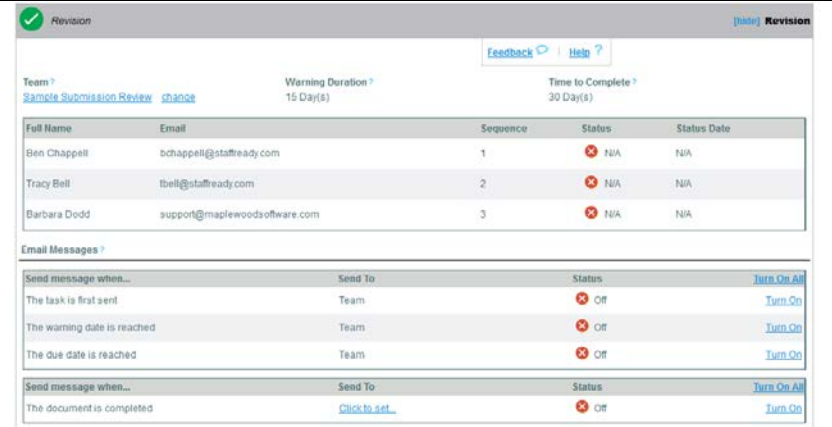

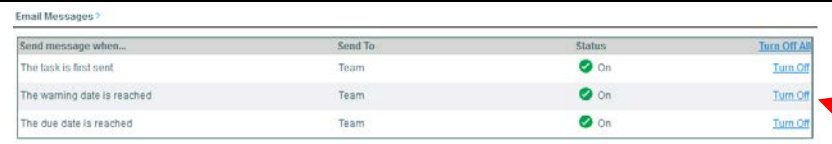
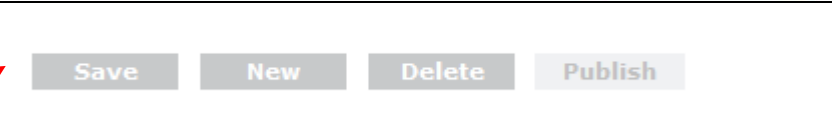



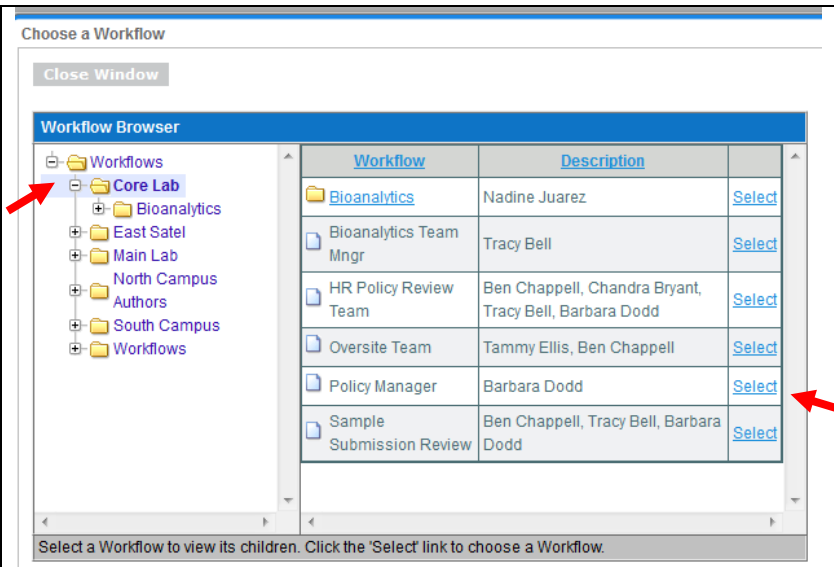


Policy – Revision

Step	Action
1.	<p>Navigate to the List Tab.</p> <p>Select the Site you want to work in (Core Lab in this example).</p> <p>Select Edit for the Sample Submission Policy.</p>
2.	<p>Select the Revision color bar to expand.</p>



<p>3.</p>	<p>First, we will select the team to work on the revision of this Policy. Reminder, teams are created in the License Site tab (see Quick Reference Policy – Team Builder for instructions.)</p> <p>Select the Change link.</p>	
<p>4.</p>	<p>Select Sample Submission Review.</p>	
<p>5.</p>	<p>This table shows that once Published, Ben Chappell will work on the revisions first, then it will be sent to Tracy Bell, and lastly to Barbara Dodd. That is the sequence that was set up when the team was set up.</p>	
<p>6.</p>	<p>Select Save.</p>	

7.	Now let's set up the messaging for the Revision process.	
8.	First we want to select when the Team should receive an email message – when the task is first sent, when the warning date is reached, and when the due date is reached. We want, in this example, to have them receive an email for all three. So we would select Turn On All link.	
9.	You may also select only 1 or 2 of the notifications, or none at all, by selecting the Turn Off/On link for the individual employee.	
10.	Select Save .	
11.	You may want someone (manager, administrator, etc) receive an email once the Revision process has been complete. Select Click to set link.	

<p>12.</p>	<p>Select who should be notified when the Revisions have been completed.</p> <p>Notice that the Core Lab workflow folder is selected on the left and who we want to select is the Policy Manager, Barbara Dodd.</p> <p>Choose Select next to Policy Manager.</p>	 <p>Choose a Workflow</p> <p>Close Window</p> <p>Workflow Browser</p> <ul style="list-style-type: none"> Workflows <ul style="list-style-type: none"> Core Lab Bioanalytics <ul style="list-style-type: none"> East Satel Main Lab North Campus Authors South Campus Workflows <table border="1"> <thead> <tr> <th>Workflow</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bioanalytics</td> <td>Nadine Juarez</td> <td>Select</td> </tr> <tr> <td>Bioanalytics Team Mngr</td> <td>Tracy Bell</td> <td>Select</td> </tr> <tr> <td>HR Policy Review Team</td> <td>Ben Chappell, Chandra Bryant, Tracy Bell, Barbara Dodd</td> <td>Select</td> </tr> <tr> <td>Oversite Team</td> <td>Tammy Ellis, Ben Chappell</td> <td>Select</td> </tr> <tr> <td>Policy Manager</td> <td>Barbara Dodd</td> <td>Select</td> </tr> <tr> <td>Sample Submission Review</td> <td>Ben Chappell, Tracy Bell, Barbara Dodd</td> <td>Select</td> </tr> </tbody> </table> <p>Select a Workflow to view its children. Click the 'Select' link to choose a Workflow.</p>	Workflow	Description		Bioanalytics	Nadine Juarez	Select	Bioanalytics Team Mngr	Tracy Bell	Select	HR Policy Review Team	Ben Chappell, Chandra Bryant, Tracy Bell, Barbara Dodd	Select	Oversite Team	Tammy Ellis, Ben Chappell	Select	Policy Manager	Barbara Dodd	Select	Sample Submission Review	Ben Chappell, Tracy Bell, Barbara Dodd	Select
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<p>13.</p>	<p>The email notification has been turned on.</p>	 <p>Send message when... The document is completed</p> <p>Send To Policy Manager</p> <p>Status <input checked="" type="checkbox"/> On</p> <p>Turn Off All Turn Off</p>																					
<p>14.</p>	<p>Select Save.</p>	 <p>Save New Delete Publish</p>																					